

Founded in 1851, MassMutual is committed to its purpose: We help people secure their future and protect the ones they love.

Ranked No. 76 in the annual FORTUNE® 500 ranking (FORTUNE® Magazine, 6/15/16), MassMutual continues its long history of financial strength. We invite you to bring your bright, innovative ideas to MassMutual as we continue to help millions of Americans achieve their financial goals. We continue to be recognized for our efforts to create a diverse and inclusive workplace! MassMutual is one of DiversityInc's 2016 Top 50 Companies for Diversity and ranked a 2016 Top 10 Company for Executive Women by the National Association for Female Executives. In 2015, after more than 15 years of earning a place on the Working Mother Top 100 Best Companies list, MassMutual was inducted into the Working Mother Hall of Fame. MassMutual also scored 100 percent on The Human Rights Campaign's Corporate Equality Index (CEI) to earn a spot on the CEI Best Places to Work List (2016). In addition, MassMutual has been recognized as a World's Most Ethical Company by the Ethisphere Institute and 2016 Military Friendly Employer by Military Friendly. For more information, visit [www.massmutual.com](http://www.massmutual.com) or find us on Facebook, Twitter, LinkedIn, YouTube, Google+ and Pinterest. MassMutual Financial Group is a marketing name for Massachusetts Mutual Life Insurance Company (MassMutual) and its affiliated companies and sales representatives. CRN201806

## POSITION SUMMARY

MassMutual seeks a **Real Estate Services Consultant** to join its Real Estate Team. This role is responsible for managing leasing of space, disposing of space and modifying existing leases, including collaborating with space planners and construction managers. Managing the expectations of and influencing multiple diverse stakeholders across the company, through effective communication and well-tuned interpersonal skills, is critical to project success.

## RESPONSIBILITIES

- Oversees all aspects of office leasing projects
- Negotiate leases with the best possible terms and conditions which meet MassMutual's short and long term business initiatives
- Partners with a number of business unit stakeholders to research requests and develop recommendations
- Prepares cash flows and project estimates and reconciliations
- Leads deal-making interface with landlords and outside brokers; site selection, negotiations, coordination and execution of letters of intent and leases, financial analysis procurement of management approvals and coordination of constructions.
- Translates complex, often ambiguous, contracts and business problems into concise, actionable, and tailored recommendations
- Field investigates potential locations
- Acquires/assembles and analyzes market information
- Builds and maintains working relationships with business unit to stay aligned with and ahead of business drivers and initiatives
- Provides an exceptional customer service experience
- Presents monthly/weekly deal updates
- Presents proposed deals developed by the Consultant

## QUALIFICATIONS

- Travel required 25-35%
- BA/BS or equivalent required.
- Prior experience in commercial real estate required
- Handles complex long-term focused projects involving multiple disciplines or business units
- Individual typically has at least 4 years of experience.

- Ability to think and act strategically with a big view of the end-to-end solution requirements while striving to continuously improve processes
- Demonstrates customer-centric behaviors
- Understands team dynamics and strives to improve team effectiveness
- Excellent verbal and written communication skills with business customers, technical team members, and other technical contributors across the organization.
- Strong time management skills; highly organized and detail oriented.
- Ability to work independently, self-motivated and highly professional
- Must be authorized to work in the US without sponsorship now or in the future

## WINNING WAYS

**Focus on the Customer:** Know your customers well; add value with a sense of urgency.

**Act with Integrity:** Be trustworthy, adhere to high ethical standards and adhere to the letter and spirit of applicable laws, rules, regulations and company policies.

**Value People:** Lead people to success; appreciate diverse backgrounds, ideas and experiences.

**Work Collaboratively:** Partner with others to achieve results that leverage the right resources.

**Achieve Results:** Focus on winning; consistently exceed expectations, beat the competition.

MassMutual Financial Group is an Equal Employment Opportunity employer Minority/Female/Sexual Orientation/Gender Identity/Individual with Disability/Protected Veteran. We welcome all persons to apply.